



**CITY OF DULUTH PARKS & RECREATION**  
**BUILDING RENTAL and ALCOHOL CONSUMPTION PERMIT**  
**218.730.4305**

Location:	Date: _____ Day of Week: _____
Type of Activity:	Time: _____ AM/PM to _____ AM/PM <b>Attendance:</b> _____
Contact:	H Phone: _____
Address:	W Phone: _____
City: _____ State: _____ Zip: _____	C Phone: _____
Organization:	E-mail: _____
City Building Contact: _____ Phone: _____	
Applicant Signature: _____	Date: _____

**BOTH THE FRONT AND BACK OF THIS FORM MUST BE SIGNED BEFORE IT CAN BE APPROVED**

**THIS FORM WILL SERVE AS THE BUILDING RENTAL AND ALCOHOL CONSUMPTION PERMIT,  
 ONCE SIGNED BY AUTHORIZED CITY OF DULUTH PERSONNEL**

<p align="center"><b>FEES</b>          (Fees set by City Council Resolution)</p> <p align="center"><b>BUILDING RENTAL PERMIT</b></p> <p>Meetings: \$15 per hour          Other Events: \$60 first hour                            \$25 for each additional hour                            \$65 additional for licensed kitchen                            (Evergreen, Morgan Pk, Portman)          Deposit: \$100 without alcohol</p> <p align="center"><b>ALCOHOL CONSUMPTION PERMIT</b></p> <p>Permit Fee: \$ 90          Deposit with Alcohol: \$200</p> <p><b>PLEASE WRITE TWO SEPARATE CHECKS</b>          (payable to "City of Duluth", one for rental fees and one for the deposit; deposit check will be returned upon satisfactory inspection of building).</p>	<p align="center"><b>ALCOHOL CONSUMPTION</b>  <b>Department Policy Requires That a</b>  <b>Uniformed Security Officer Be Present</b></p> <p align="center">City of Duluth Police Officers are sometimes available;          (call 218.730.5688 for more information).</p> <p>This permit does not allow for the SALE of alcoholic beverages. No alcoholic beverages shall be distributed to, carried on, or consumed by the persons attending this event unless an <u>alcohol consumption permit</u> has been approved and a uniformed security officer is present. MN State statutes may also apply - please review the attached policies and requirements.</p> <p>Security Firm or Police Department _____</p> <p>Phone _____</p> <p>Name of Security Officer (if available) _____</p> <p>Phone _____</p>
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Approved by Parks & Recreation Division Manager:	Date:
Approved by Cha Vang, Duluth Police Dept (required for alcohol consumption)	Date:

<b><u>FOR OFFICE USE ONLY</u></b>		
Private _____ For-Profit _____ Non-Profit _____ Open Bar _____ Cash Bar _____		
Total Fee Due: (Hourly _____ Alcohol _____ Kitchen _____ Deposit _____)	Check #:	Deposit Check #:
Amount Pd:	Receipt #:	Deposit Receipt #:
Key Deposit (\$20 due, if taking key without making building deposit):		Deposit Returned:

# Rules Governing the Use of a City Facility

1. Signed permit shall be in permittee's possession when using permitted facility.
2. When in the permitted facility, the organization and its representatives shall be responsible for the conduct and safety of all present.
3. The area shall be left in an orderly condition; all trash and other debris deposited in the proper receptacles.
4. Motorized vehicles of any type may not be driven on or parked upon any off-the-road area.
5. All City ordinances must be followed during use of the area.
6. Permit fees are non-refundable and non-transferable from one day to another.

## BUILDING USE HOLD HARMLESS

Permittee agrees to defend, indemnify, and save harmless the City from any and all liens, claims, suits, demands, liability, judgment costs, damages, and expenses which may accrue against or be charged or may be recovered from the City by reason of or account of any claim for damage arising from Permittee's use or occupancy of the premises whether or not person or persons including Permittee, its members, Permittee's employees, agents, volunteers, invitees, or tenants, whomsoever occasioned or caused by the contact, acts, or omission of Permittee, its members, volunteers, invitees, or tenants, or by reason of the use, development, operation, or maintenance of said premises by Permittee under this agreement. Upon ten (10) days written notice, Permittee will appear and defend all claims and lawsuits against the City growing out of any such injury or damage resulting from any defect in the construction or condition of all the interior and exterior premises of the site. The City does not waive its immunities under state or federal law.

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**Permittee Signature**

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**Name and Organization Permittee is Representing**

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**Date**

Please return this form with the fees to:

City of Duluth Parks & Recreation  
Attn: Building Rentals  
12 East Fourth Street • Duluth MN 55805

# **ALCOHOL CONSUMPTION IN PARKS & FACILITIES GUIDELINES**

## **CITY OF DULUTH - PARKS AND RECREATION DIVISION**

### **Privately Hosted Events**

- ▶ this type of event is hosted by a private citizen(s)
- ▶ this type of event requires
  - \$45/park or \$90/building alcohol consumption fee to be included with the reservation fee
  - cash bar - must be catered by a restaurant with a caterer's permit
  - a copy of the contract with the restaurant to be submitted with the reservation application

### **Business/Company/Club Hosted Events**

- ▶ this type of event is hosted by an organized club or for-profit business or company
- ▶ this type of event requires
  - \$45/park or \$90/building alcohol consumption fee to be included with the reservation fee
  - a caterer - whether the alcohol is provided or there will be a cash bar, the event must be catered by a restaurant with a caterer's permit who provides both the food and alcohol
  - a copy of the contract with the restaurant to be submitted with the reservation application

### **Non-Profit Hosted Events**

- ▶ this type of event is hosted by a non-profit organization
  - \$45/park or \$90/building alcohol consumption fee to be included with reservation fee
  - if alcohol is provided, the organization must secure a One-day Consumption and Display Permit
  - if cash bar - a Temporary Liquor License must be secured
  - call the City Clerk's Office at 218.730.5500 for details on the above permit/license required
  - a copy of the permit or license to be submitted with the reservation application

### **Security**

#### **Buildings**

- ▶ a uniformed security officer is required to be present at all times alcohol is consumed
- ▶ the security can be provided by a licensed police officer or a private security firm
- ▶ copy of contract/officer information must be submitted to Parks and Recreation
- ▶ alcohol consumption at these events is restricted to within the building

#### **Parks**

- ▶ a uniformed security officer is required to be present at all times alcohol is consumed for groups of 50 or more; two officers are required if the group is over 200
- ▶ the security can be provided by a licensed police officer or a private security firm
- ▶ a copy of the contract/officer information must be submitted to Parks and Recreation
- ▶ alcohol consumption at these events is restricted to within 50 feet of the existing shelter or designated area if a shelter does not exist

*Sections of these policies are enforceable by City Ordinances and State Statutes:*

- ▶ Duluth City Code: Chapter 8 Article I Sec. 35-8, 9
- ▶ MN State Statute: 340A.101, 340A.414

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